

October 13, 2008

**RESPONSE NEEDED
BY OCTOBER 31, 2008**

Dear Test Supervisor for the ACT for Tennessee Statewide Test:

Your principal has selected you to serve as Test Supervisor for the spring 2009 administration of the ACT for Tennessee Statewide Test. As shown on the enclosed Checklist of Dates, the ACT will be administered statewide on Wednesday, April 22, 2009. In keeping with ACT's standard practice of reviewing supervisor qualifications and testing facilities for the ACT, we are writing to obtain additional information from you.

Please read the materials enclosed with this letter:

- *The ACT for Tennessee Statewide Test Standard Testing Requirements*—describes requirements that must be met by each participating test site.
- *The ACT for Tennessee Statewide Test - Test Supervisor and Back-up Test Supervisor Qualifications and Responsibilities*—explains the required qualifications and primary responsibilities of Test Supervisors and Back-up Test Supervisors.
- *Summary of Test Administration Policies for the ACT - State Testing*—provides a brief overview of ACT policies for administration of the ACT.
- *The ACT for Tennessee Statewide Test - Test Supervisor Profile*—provides ACT with information about your background and qualifications, collects important information about your test site, and requires your signature to indicate your agreement to comply with all ACT policies and procedures (*please complete both pages of this form*).

Please return your completed and signed ACT for Tennessee Statewide Test - Test Supervisor Profile form to ACT via fax at (319) 337-1019 or by mail in the enclosed postage-paid return envelope, by Friday, October 31, 2008.

Included in this packet is an invitation and instructions for registering for a training workshop. As a Test Supervisor, you will be *required* to attend a training session conducted by ACT and the Tennessee Department of Education (TDOE) in January 2009. This training session will provide detailed information related to state testing.

If your school is unable to meet the requirements as defined on *The ACT for Tennessee Statewide Test Standard Testing Requirements* document, and you need to test at a site **other than your school**, your principal must complete and submit the off-site proposal form located on the TDOE website **by December 12, 2008**.

Please periodically check the TDOE website, <http://www.state.tn.us/education/assessment/ACTtesting.shtml> for updated information regarding the spring 2009 statewide administration of the ACT.

We look forward to working with your school this year. If you have any questions, feel free to call ACT Test Administration at (800) 553-6244, ext. 2800, or contact us by e-mail at tnetest@act.org.

Sincerely,

ACT State Testing

Enclosures